

## Fast, Free and Easy: Taking Advantage of Google Forms to Enhance Library Services

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# CREATING PIVOT TABLES

*Here's a quick overview for creating and using a pivot table in excel*

## INSTRUCTIONS

- 1/ Clean up your columns and make sure that there's only one type of data per column, e.g. only dates in the column, or only names of products.
- 2/ Make sure each column has a heading.
- 3/ Select every cell in the table by pressing **Ctrl + A**.
- 4/ Create a table by pressing **Ctrl + T** – make sure to have the box **my table has headings** checked.
- 5/ Put the curser in any cell of the table, choose the **Table design** tab at the top ribbon, and select **Pivot table** from the far left.
- 6/ Leave the first radio button checked and chose **New worksheet** to have the pivot table placed on a new sheet within your excel workbook.
- 7/ Drag categories from the top box of your pivot table menu into either the column or row boxes below and then choose a category you want to see the data for and drag it into the values box.
- 8/ Now you have a table created with just a few elements, select the table and go **insert** and choose a type of graph. Try a few graphs to see how the data makes the most sense.
- 9/ To create a new pivot table remove the categories out of the column, row and values field boxes in the pivot menu by simply dragging them out.

## ACTIVITY

Try adding different categories to the column, row and values boxes to see how they go together.